



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1000

OFFICE OF THE ASSISTANT SECRETARY

01 NOV 1999

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM/LGC

SUBJECT: Automated Business Services System (ABSS) Usage

As you are keenly aware, the 1 January 2000 date to achieve DEPSECDEF's paperless contracting goal is rapidly approaching. To meet this goal we have taken several measures to move from a paper-based process into one that--while not entirely seamless--significantly improves the electronic flow of requirements generation through contract generation. ABSS is a key link in this process.

ABSS is fielded at the majority of our installations yet usage remains alarmingly low (Atch 1). It is imperative we make full use of this tool. Our 8 Mar 99 memo (Atch 2) provided guidance and assurances on the use of electronic signature within ABSS while not abrogating the requirement for a signed file copy of all commitment documents. As such, we ask that you contact each base where ABSS has been installed and direct 100% use by 1 December 1999. If this proves impractical, please notify our POCs of problems obstructing full use so that we can jointly work to resolve them.

Additionally, we are placing high-speed scanners in the FSOs as outlined in SAF/FM email of 23 September 1999. This initiative augments ABSS and allows those units without ABSS to transmit documents electronically to the Contracting Office until ABSS is deployed.

We appreciate your support and can assure you that your efforts have received highest acclaim and attention from the DEPSECDEF. We are staffing a memo for signature by AF/CV asking MAJCOM commanders for their full support of our paperless contracting initiatives across the spectrum of functional areas. If you have further questions, please contact Maj Matt Swanson, SAF/FMPS, DSN 227-0292 or Ms Carrie Cardwell, SAF/AQCI, DSN 425-7047.

TIMOTHY A. BEYLAND
Acting Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)

ROBERT F. HALE
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

Attachments:

1. MAJCOM/DRU Paperless Metrics
2. SAF/FM/AQC Memo, 8 Mar 99

ABSS Status/Metrics ACC Sites

- ABSS (Aug/Sep)
 - Davis Monthan (98% / 99%)
 - Mtn Home (100% / 100%)
 - Offutt (100% / 100%)
 - Holloman (98% / 84%)
 - Cannon - (99% / 100%)
 - Langley -
 - 1st CONS 33% / 4%
 - ACC CONS 0% / 0%
- Non-ABSS initial ops date
 - Dyess - Mar 00
 - Moody - Mar 00
 - Shaw - Jan 00
 - Nellis - Mar 00
 - Ellsworth - May 00
 - Minot - Apr 00
 - Whiteman - Apr 00
 - Seymour Johnson - Feb 00
 - Beale - Feb 00
 - Barksdale - Mar 00
 - Lajes - Apr 00

ABSS Status/Metrics AETC Sites

- ABSS (Aug/Sep)
 - Randolph
 - 12th CONS (100% / 100%)
 - AETC CONS (41% / 54%)
 - Little Rock (100% / 98%)
 - Maxwell (100% / 100%)
 - Keesler (100% / 100%)
 - Sheppard (100% / 100%)
 - Tyndall (98% / 78%)
- Non-ABSS initial ops date
 - Laughlin - Feb 00
 - Lackland - Jan 00
 - Columbus - Jan 00
 - Goodfellow - Apr 00
 - Luke - Jan 00
 - Altus - Jan 00

ABSS Status/Metrics AFMC Sites

- ABSS (Aug/Sep)
 - Los Angeles
 - 98% / 90% @ PKO
 - 40% / 59% @ PK
 - Edwards (100% / 100%)
 - Kirtland (90% / 84%)
 - Rome
 - 73% / 76% @ AFRL/IFK
 - 0% / 0% @AFRL/IFKO
 - Arnold (0% / 0%)
 - Hanscom
 - 1% / 1% @ PKO
 - 82% / 84% @ PKX
- ABSS (Aug/Sep)
 - WPAFB
 - 40% / 47% @ ASC/PK
 - 40% / 33% @ AFRL/PK
 - 13% / 27% @ ASC/PKO
 - 3% / 12% @ ASC/PKL
 - 0% / 0% @ MSG

ABSS Status/Metrics AFMC Sites

- ABSS (Aug/Sep)
 - Eglin
 - 100% / 94% @ AAC/PKZ
 - 99% / 100% @ AAC/PKO
 - 63% / 66% @ AAC/PK
 - 23% / 100% @AFRL/MNK
 - Tinker
 - 71% / 58% @ 38 LGC
 - 66% / 68% @ ALC/PKO
 - Robins
 - 97% / 40% @ ALC/PKO
 - 3% / 3% @ ALC/PK
 - Brooks
 - 72% / 65% @ HSW/PKO
 - 91% / 100% @ HSW/PKS
 - Hill (0% / 0% ALC/PKO)

ABSS Status/Metrics AFSPC Sites

- ABSS (Aug/Sep)
 - Patrick (93% / 93%)
 - Vandenburg (60% / 88%)
- Non-ABSS initial ops date
 - Copenhagen - May 99
 - FE Warren - Apr 00
 - Malmstrom - Jan 00
 - Peterson - Sep 99
 - Schriever - Sep 99

ABSS Status/Metrics AMC Sites

- ABSS (Aug/Sep)
 - Pope (100% / 100%)
 - Scott
 - 375th CONS - 98% / 93%
 - HQ AMC LGCF- 78 /81%
 - HQ AMC DOY - 0 / 0%
 - Andrews - 70% / 50%
 - Travis - 40% / 12%
 - MacDill - 20% / 20%
 - Grandforks - 37% / 44%
 - Fairchild - 100% / 100%
 - McGuire - 76% / 75%
- Non-ABSS initial ops date
 - Charleston - Oct 99
 - McConnell - Nov 99
 - Dover - Oct 99
 - McChord - Oct 99

ABSS Status/Metrics PACAF Sites

- ABSS (Aug/Sep)
 - Elmendorf (24% / 20%)
 - Hickam (96% / 97%)
 - Andersen (100% / 100%)
 - Eielson (98% / 100%)
 - Misawa (15% / 91%)
 - Yokota (40% / 66%)
 - Kadena (100% / 98%)
- Non-ABSS

ABSS Status/Metrics USAFE Sites

- ABSS (Aug/Sep)
 - Aviano (98% / 99%)
- Non-ABSS initial ops date
 - ROB - Jun 00
 - Feltwell - Jun 00
 - Bitburg - Jun 00
 - Rhein Main - Jun 00
 - Izmir - Apr 00
 - Moron - May 00
 - Incirlik - Apr 00
 - Croughton - Apr 00
 - Alconbury - Apr 00



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

08 MAR 1998

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM/LGC/PK

SUBJECT: Automated Business Services System (ABSS) Electronic Signatures – Interim Policy


As the deployment of ABSS progresses, many field activities raised valid concern about the acceptability of the electronic signature process currently used by ABSS. The purpose of this policy letter is to assure both the comptroller and the contracting communities that the methodology currently being used by ABSS, with a slight process modification, is acceptable as an interim solution and supported by published guidance.


ABSS electronically routes commitment documents to the Financial Services Office (FSO) and, if applicable, to Air Force Contracting and Defense Finance & Accounting Service (DFAS) Operating Locations. In lieu of handwritten coordination signatures, the ABSS uses a “//signed//” convention. This convention adds an electronic bitmap facsimile signature to the document in place of handwritten signatures. Concern has been expressed about the propriety of accepting this type of electronic signature. Although this bitmap facsimile signature is not a legally enforceable signature, FSOs are authorized to use the bitmap facsimile signature to certify funds availability. Contracting offices are also authorized to accept documents containing these certifications. However, until such time as a DoD public key infrastructure capability is in place, permitting the use of key-pair digital signatures, all FSO certifying officials will print, sign, and file a copy of all commitment documents forwarded to the contracting office.

The use of the interim process, requiring maintenance of a signed paper copy of commitment documents, meets the requirements of the Federal Acquisition Regulation (FAR) and DFAS regulations. In accordance with DFAS-DE Regulation 7000.5 “Accounting for Commitments,” ABSS software has lockout procedures that prevent unauthorized individuals from certifying funds availability. FAR 4.502 requires an assessment that the electronic data interchange system used is sufficient to ensure authentication and confidentiality commensurate with the risk of harm from loss, misuse or unauthorized access. Under the interim process, it has been determined that ABSS lockout procedures ensure authentication and confidentiality commensurate with risks. By printing a paper copy of the document, and filing it for future comparison, should that become necessary, the interim process provides sufficient safeguards to permit use of the bitmap facsimile signature. Additionally, the interim process also meets the requirements of FAR 32.703-2. This provision requires “written assurance from responsible authority that adequate funds are available.” The electronically transmitted document, coupled with the printed and signed paper file copy, constitutes sufficient assurance that funds are

available. Finally, the interim process satisfies the provisions of FAR Part 4, which authorizes the use of paperless initiatives in the contracting process.

ABSS is one the Air Force's leading paperless contracting initiatives and represents a true partnership between the financial and contracting communities. This partnership lays the foundation for several Air Force Electronic Commerce and Electronic Business efforts that will carry us into the 21st century. This interim policy has been coordinated with SAF/GCA, AF/JAG, and the ABSS PMO. If you have further questions, please contact Lt Col Mike Brown, SAF/FMPS, DSN 227-0292; Maj Rebecca Weirick, SAF/AQCI; DSN 425-7051, or Mr. Mark Ernst, ABSS Program Manager, DSN 787-7366.


FRANK J. ANDERSON, Jr., Brig. Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)


ROBERT F. HALE
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

cc:

SAF/GCA
AF/JAG
ABSS PMO
DFAS-HQ/D
DFAS-DE/D
AFCIS/PKI
AFCIC/SYS
SAF/AQCP